

**MUNICIPAL EMERGENCY OPERATIONS PLAN
CITY OF MANTORVILLE
DODGE COUNTY**

Plan approved March 14, 2011

PREPARED 2011

A. PURPOSE

This municipal plan has been developed to provide procedures for the City of Mantorville to respond to various types of emergencies or disasters that affect the community. The purpose of this plan is to ensure that in the event of any type of disaster, the City's facilities, equipment, and manpower will be used in a coordinated, effective way, so as to: maximize the protection of life and property, and ensure the continuity of government.

B. SITUATIONS AND ASSUMPTIONS

Several types of hazards pose a threat to the lives, property or environment in the City of Mantorville. Municipal officials have primary responsibility for disasters which take place in the City. The chief elected municipal official or the municipal emergency coordinator is responsible for coordinating the response of municipal agencies and coordinating the response with county officials if county assistance is necessary. They will activate the appropriate personnel in the event of a declared emergency. The emergency activation notification list is attached to correspond to various situations and assumptions.

C. WARNING & NOTIFICATION

The County Warning Point (Sheriff's Office EMERGENCY OPERATIONS CENTER –EOC) is responsible for relaying any warnings it receives which affect the CITY OF MANTORVILLE to its Emergency Management Director. The Mantorville Fire Hall serves as the City Warning Point and is responsible for disseminating any warnings it receives to appropriate City Officials and staff.

NOTE: The Dodge County Warning Point (EOC) will perform the following on behalf of Mantorville:

1. Sound the Radio Controlled Outdoor Warning Sirens.
 - A. Steady Tone (5-minute) for Natural Disaster / Hazardous Materials Incident.
 - B. Wavering Tone (5-minutes) for intentional attack.
2. Activate the Emergency Broadcast System thereby notifying all regional media and the public of the type of danger present.

**EMERGENCY OPERATIONS CENTER
ALERTING LIST**

Mayor - Luke Nash
Contact Number: 273-4504

City Emergency Management Director/ Fire Chief - JJ Williams
Contact Number: 273-4022

Council Member: Chuck Bradford
Contact Number: 381-7774

Council Member: Jim Maxson
Contact Number: 951-1232

Council Member: Sherry Roth
Contact Number: 891-4011

Council Member: Don Swanson
Contact Number: 272-6965

City Clerk - Cami Reber
Contact Number: 696-9876

Public Works: Adam Hovden
Contact Number: 272-6738

Public Utility: Dave Leth
Contact Number: 421-6538

Upon the Mayor declaring that an emergency exists, he will contact the Fire Chief and the City Clerk who will then activate the respective calling trees for the City. Copies of the respective contact numbers should be attached to this document.

Everyone contacted should report to the EOC for further direction.

D. EMERGENCY OPERATING CENTER:

DIRECTION & CONTROL of the City’s response to the disaster will take place from the City Emergency Operating Center (EOC).

Primary Location: Mantorville Fire Hall, 21 5th Street East, Mantorville

Alternate Location: Dodge County Courthouse?

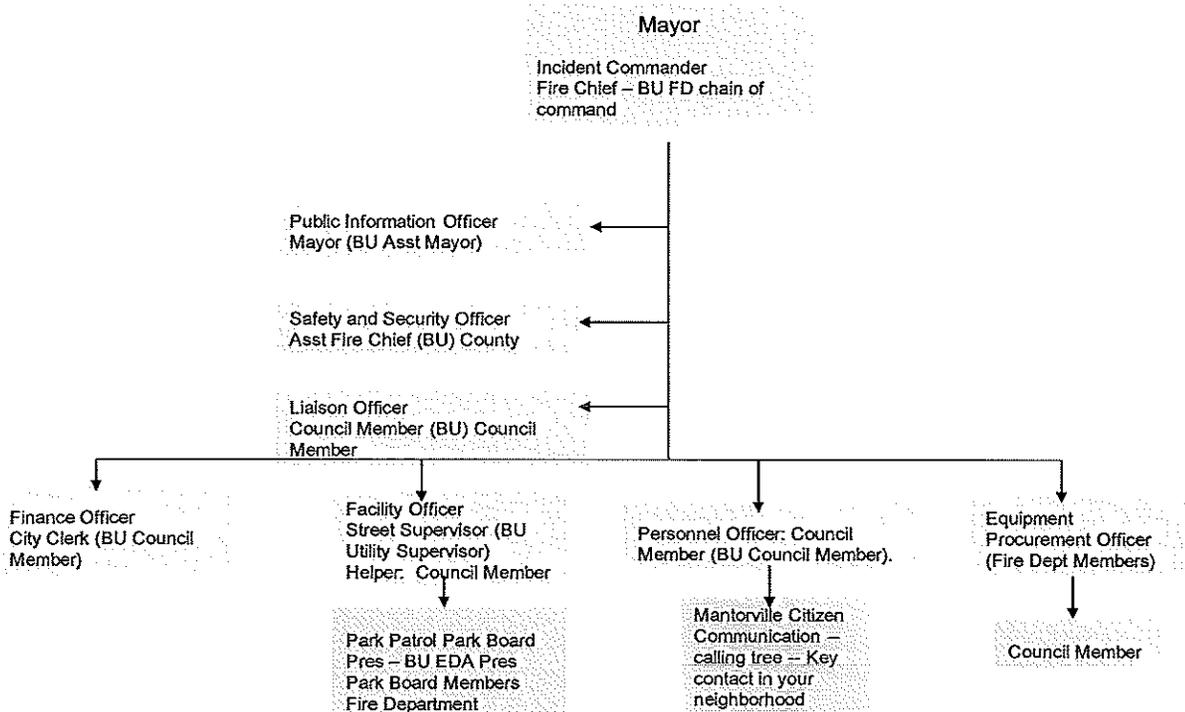
2nd Alternate Location: Designated Church

EOC ACTIVATION Once contacted by the Mayor, the EOC Director/Fire Chief will activate the EOC with notification to Dodge County EOC

EOC STAFF Are to report to the City of Mantorville EOC automatically upon the occurrence of a disaster.

EOC EQUIPMENT/SUPPLIES: The City Emergency Management Director is responsible for ensuring that the City EOC is operational – (that the necessary maps, tables, and chairs, communications equipment, message logs, etc. are on hand).

Mantorville Emergency Plan Org Chart



E. RESPONSIBILITIES OF KEY OFFICIALS

NOTIFICATION AND WARNING – Notifying the public of probable impending disaster in time to take protective action. Includes operation of all communication services for control centers and operational forces.

Responsibility: County/City Emergency Operations Director/Mayor

DIRECTION AND CONTROL – Management of a community’s survival recovery efforts, and the operation itself.

Responsibility: City Emergency Operations Director

EMERGENCY PUBLIC INFORMATION – Providing information and directions to the public about appropriate protective actions. Government spokesperson to the media.

Responsibility: Public Information Officer/Mayor

SEARCH AND RESCUE – Searching for and rescuing trapped, injured, or missing people.

Responsibility: Fire, Law Enforcement

HEALTH / MEDICAL – Providing appropriate health and medical care of services to the stricken population.

Responsibility: 1st Responders/Ambulance

EVACUATION, TRAFFIC CONTROL, AND SECURITY – Managing movement of people from the path of the threat or disaster to an area of relative safety; protecting life and property; controlling movement of persons and emergency equipment necessary to protect persons and counteract the emergency situation.

Responsibility: Law Enforcement, Fire Department, (Mn Dot?)

FIRE PROTECTION – Deploying firefighting resources to prevent or contain fires and rescue trapped or injured people.

Responsibility: Fire Departments

DAMAGE ASSESSMENT – Monitoring and analyzing a disaster and assessing physical damage; collecting information essential to recovery efforts and future mitigation.

Responsibility: City Streets & Utility Department/ County Engineer/Highway Department

CONGREGATE CARE – Providing shelter, lodging, food, clothing, and sanitation to the disrupted population.

Responsibility: Area Churches, Red Cross, Salvation Army, Dept. of Health

DEBRIS CLEARANCE – Removal of debris resulting from a disaster from public roads, highways, and facilities. Removal of debris from private property is generally the responsibility of the property owner.

Responsibility: Streets Department / County Engineer / Highway Department

UTILITIES RESTORATION – Restoration of public works and utilities damaged by an emergency / disaster.

Responsibility: Utility Companies / County Engineer

RADIOLOGICAL / HAZARDOUS MATERIALS PROTECTION – Response to, containment of, and recovery from hazardous material accidents.

Responsibility: Fire Department and Law Enforcement, with help from MN Division of Emergency Management and MN Pollution Control Agency

MAYOR

The Mayor is responsible for the overall management of the City of Mantorville. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

MAYOR SHOULD:

- 1. Ensure that the City Emergency Management Director or designated person has activated/is activating the Emergency Operations Center (EOC) or Command Post (CP).**
- 2. Report to the EOC/CP.**
- 3. Ensure that the City Emergency Management Director or designated person provide an initial damage assessment and casualty report.**
- 4. Ensure that the City Emergency Management Director and city officials brief the EOC staff as to the status of the disaster.**
- 5. Be ready to issue a declaration of emergency.**
- 6. Ensure the City Public Information Officer (PIO) and/or designated person is notified and reports to the EOC.**
- 7. In consultation with the City Emergency Management Director, determine whether or not county, state or federal assistance should be requested. (City/County Resources must be fully committed before state or federal assistance will be available. If assistance is requested, specify the type and amount of assistance needed.)**

CITY EMERGENCY MANAGEMENT DIRECTOR

The City Emergency Management Director coordinates all components of the emergency management program in the City of Mantorville. This includes hazard analysis, preparedness, mitigation, and response and recovery activities for all natural and technological disaster/emergencies. The following tasks represent a checklist of actions this department should consider.

CITY OF EMERGENCY MANAGEMENT DIRECTOR SHOULD:

- 1. Report to the City EOC/CP.**
- 2. Ensure that city officials and county emergency management director have been notified, key facilities warned, sirens activated, etc.**
- 3. Activate the City/Municipal EOC (see EOC Alerting List). Make sure that it is fully operational and that EOC staff has reported/are reporting to it.**
- 4. Obtain initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the City of Mantorville Mayor and to the County Emergency Management Director.**
- 5. Conduct regular briefings of EOC staff as to the status of the situation.**
- 6. Evaluate available resources, including personnel, by checking with EOC Staff. If deficiencies exist, take action to obtain the needed resources.**
- 7. Ensure that all department/agency heads have begun to keep separate and accurate records of disaster-related expenditures.**

City Council

The City Council is responsible for the overall support of the City. The following items are a checklist of items that should be considered;

1. Ensure that the City Emergency Management Director has activated / is activating the EOC.
2. Report to the EOC.
3. Ensure that the City Emergency Management Director and/or service chiefs provide an initial damage assessment and casualty report.
4. Ensure that the Mayor briefs the EOC staff as to the status of the disaster.
5. Be ready to issue a declaration of emergency.
6. In consultation with the City Emergency Management Director and Mayor, determine whether or not state or federal assistance should be requested. (City resources must be fully committed before state or federal assistance will be available. If assistance is requested, be specific).

CITY CLERK TREASURER

The City Clerk is responsible for their assigned activities in the City of Mantorville. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

CITY CLERK SHOULD:

- 1. Report to the City EOC/CP.**
- 2. Maintain records indicating city expenses incurred due to the disaster.**
- 3. Assist in the damage assessment process by:**
 - a. Provide information regarding the dollar value of property damaged as a result of the disaster.**
 - b. Provide information (name, telephone number, etc.) regarding the owners of property which has been damaged/destroyed as a result of the disaster.**
- 4. Delegate authority to department directors to permit acquisition of equipment and supplies needed following a disaster.**

WARNING/COMMUNICATIONS OFFICER

The Warning and Communications officer is responsible for warning and communications in the City of Mantorville. The following tasks represent a checklist of actions this officer should consider in an emergency or disaster situation.

The Dodge County Sheriff Department is responsible for warning and communications activities to the Mantorville Fire Department. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Mantorville Fire Department and Dodge County Sheriff's Department which serves as the City's warning point will warn the following:
 - a. Municipal Elected Official
 - b. Municipal Emergency Management Director
 - c. County Emergency Management Director/Coordinator
 - d. Municipal emergency Operations Center representatives
2. Ensure all agencies represented in the municipal EOC have communications both to their staff at their department offices and their staff at the incident site. This equipment consists of telephone, pagers and fax.
3. Dissemination of Warning/Notification:

For Natural Disaster: (1) Sound siren(s) (5-minute steady tone) and tone alert radios; (2) Notify key city personnel; (3) Notify TV/radio stations.

For Nuclear Attack: (1) Sound siren(s) (5-minute wavering tone) and tone alert radios; (2) Notify key city personnel; (3) Notify TV/radio stations.

4. Establish communications with the county EOC if activated or the county emergency government office. The communications equipment available is telephone, pager and fax.
5. Establish communications with Command Post if established.

PUBLIC WORKS

The Maintenance Department is responsible for public works activities in the City of Mantorville. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

- 1. Ensure that all department personnel have been alerted and that they report as the situation directs.**
- 2. Report to the City EOC/Command Post.**
- 3. Review the disaster situation with field personnel and report situation to the City Emergency Management Director.**
- 4. Maintain transportation routes.**
- 5. If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.**
- 6. Coordinate with Law Enforcement travel restrictions/ road closures within the municipality.**
- 7. Provide emergency generators and lighting.**
- 8. Assist with traffic control and access to the affected area.**
- 9. Assist with urban search and rescue activities as may be requested.**
- 10. Assist private utilities with the shutdown of gas and electric services.**
- 11. As necessary, establish a staging area for public works.**
- 12. Report public facility damage information to the Damage Assessment Team.**
- 13. If the County EOC is activated, establish and maintain contact with the County Highway Engineer.**

PUBLIC HEALTH SERVICES/EMERGENCY MEDICAL SERVICES

Mantorville First Responders will serve as the Public Health and Emergency Medical Services Liaison in the City of Mantorville and is responsible for public health and emergency medical services activities in the City of Mantorville. They will coordinate health services activities with a representative from the Dodge County Public Health Department and the Polk County Emergency Medical Services Officer. The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation.

- 1. Assist in evacuating nursing homes, hospitals, and other medical facilities as needed.**
- 2. Coordinate emergency medical care to victims (hospitals and ambulances).**
- 3. Assure that public health needs of disaster victims are met.**
- 4. Assume primary operational control for health-related emergencies such as pollution, contamination, diseases and epidemics.**
- 5. Establish a triage area for victims.**
- 6. Coordinate medical transportation for victims.**
- 7. Establish a staging area in the municipality.**

PUBLIC INFORMATION

The Mantorville Mayor is responsible for public information activities in the City of Mantorville. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

- 1. The Public Information Officer (PIO) will function as the sole point of contact for the news media and public officials.**
- 2. Maintain liaison with the EOC and CP in order to stay abreast of situation.**
- 3. Establish news media briefing room and brief the media at periodic intervals.**
- 4. If the situation escalates and the county EOC is activated, coordinate with the County PIO to prepare news releases.**
- 5. Conduct press tours of disaster areas within the municipality as the situation stabilizes**
- 6. Assist the county in establishing a Joint Public Information Center.**
- 7. Assist the county with establishing a Rumor Control Center.**
- 8. Issue protective action recommendations or public service advisories as directed by the chief elected official.**

FIRE SERVICES

The City of Mantorville Fire Department is responsible for fire services activities in the City of Mantorville. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

- 1. Establish and/or respond to designated staging area as directed by on-scene personnel.**
- 2. Assist Law Enforcement in warning the affected population.**
- 3. Rescue injured/trapped persons.**
- 4. Protect critical facilities and resources.**
- 5. Designate a person to record the arrival and deployment of emergency personnel and equipment.**
- 6. Assist Law Enforcement with evacuation, if needed.**
- 7. Assist the municipal public works department and utilities with shutting down gas and electric services, if necessary.**

Other responsibilities may include:

- * Assist with traffic control.**
- * Assist with debris clearance.**
- * If the County EOC is activated, establish and maintain contact with the person representing fire services.**
- * If the Regional Hazardous Materials Team is needed for a Level A response, obtain assistance through the DEG Duty Officer.**
- * If additional assistance is necessary, utilize mutual aid agreements and/or contracts with other fire departments.**

DAMAGE ASSESSMENT

The City Maintenance Department is responsible for damage assessment activities in the City of Mantorville. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

- 1. Report to the City EOC or Command Post**
- 2. Record initial information from first responders such as law enforcement, public works or fire services.**
- 3. Activate the damage assessment team which will be responsible for public damage assessment and those responsible for individual damage assessment.**
 - a. Within first 2-3 hours: Complete preliminary UDSR:**
 - 1. Number of fatalities.**
 - 2. Number of critical/minor injuries.**
 - 3. Number of home/businesses damaged/destroyed.**
 - 4. Number of power/telephone lines, poles damaged.**
 - 5. Number of public facilities such as highways, roads, bridges, etc. damaged.**
 - 6. Number of people who are homeless or in shelter.**
 - b. Within 8 hours:**
 - 1. Recount items 1-6 above.**
 - 2. Complete another UDSR, estimating public and private damage.**
 - 3. Video tape and/or take photos of major damage.**
 - c. Within 24 hours:**
 - 1. Update items 1-6 above.**
 - 2. Complete updated UDSR.**
- 4. Provide damage assessment information to the appropriate city officials and county emergency management director to assist in the preparation of the UDSR.**
- 5. If the situation warrants, assist the Mantorville City Mayor with the preparation of a Local State of Emergency Declaration and forward to the Dodge County Emergency Management Director.**
- 6. Plot damage assessment information on status boards in the municipal EOC and locates damaged sites on a map.**
- 7. Record all expenditures for municipal personnel, equipment, supplies, services, etc. and track resources being used.**
- 8. Prepare reports for the municipal Public Information Officer.**

ADDITIONAL RESOURCES

The following is a list of resources which may be considered for use during an emergency or disaster. This list is non-inclusive; local resource manuals should be consulted for locally available resources.

EMERGENCY SERVICES – 911

MPCA
MN Dept Health
MN Dept Transportation
MN Poison Control
MN Energy – 800-889-4970
Xcel Energy – 800-895-1999
KM Tel – 634-2511

MEDICAL

Hospitals:
 Olmsted 529-3443
 Mayo 255-5591
Clinics:
 Olmsted 288-3443
 Kasson Mayo 634-7011
Veterinarians:
 Carriage House 634-
 KM Regional Vet Clinic

COMMUNITY GROUPS

Parks:
Churches (see Assembly Areas)
Government:
 City Hall 635-5170
Community Center
MRA

TRANSPORTATION

Truck, Vans, 4- Wheel Drive Vehicles
Tractor Trailers
Snowmobiles
Boats

SUPPLIES

Erdmans
Clothing:
Salvation Army 529-5043
Shelter:
Americinn – 634-3444

COMMUNICATIONS

Cellular Phones:
Verizon

Pagers:
Midwest Wireless 536-0869

MEDIA

Newspapers:
Post Bulletin 285-7600
DCI – 634-7503
Radio Stations:
KROC 286-1010
KWWK 288-1971
Television Stations:
KTTC 288-4444
FOX 252-4747

EQUIPMENT

Farm Tractors
Bishop Wacholtz
Excavation Equipment
Swenke

Portable Power, Chain Saws
Construction Equipment

SERVICE AGENCIES:

Red Cross 287-2200
Salvation Army 288-3663

ASSEMBLY AREAS

VFW
Senior Citizens Group